

## ***Event Proposal Form for Non-Stanford Affiliates***

*Thank you for your interest in the Women's Community Center at Stanford. If you wish to present an event/program at the Stanford Women's Community Center (WCC), this form must be submitted to WCC Director, Laura Harrison in the academic quarter preceding the quarter in which you wish to present your program. Please note that the WCC does not pay presenters unless directly invited by the student or professional staff of the WCC. Please do not send resumes, press kits, or other forms of solicitation to the WCC as they will not be read unless this form has been submitted.*

### **I. GENERAL INFORMATION**

NAME OF EVENT/PROGRAM: \_\_\_\_\_

NAME OF PRESENTER(S): \_\_\_\_\_

PROPOSED TIME/DATE OF PROGRAM: \_\_\_\_\_

TARGETED AUDIENCE: \_\_\_\_\_

EMAIL ADDRESS OF CONTACT PERSON \_\_\_\_\_

### **II. CONTENT INFORMATION**

1. Please describe the relevance of this program to women students at Stanford.
2. Please describe your publicity plan.
3. Please describe how you will connect with students in order to get them invested in this event.
4. Please describe how this event differs from existing programs, services, and events already happening at Stanford this year.

Please fax completed forms to (650) 724-3240. You can expect a response within 10-15 business days upon receipt of your fax. All proposals will be considered by the staff and student leadership of the WCC.